

# **TABLE OF CONTENTS**

What is the Army All About?	Page 2-3
First Things First (ID card)	Page 4-5
Services & Medical/TRICARE	Page 5-7
Shopping Facilities	Page 8
Clubs and Organizations	Page 9
Recreation	Page 10-11
Military Customs, Traditions and Protocol	Page 11-12
What Do I Wear?	Page 12
Social Functions	Page 13-15
Other Military Functions and Courtesies	Page 16
Personal Affairs	Page 17
When it's Time to Move	Page 18-19
What Does It Mean? (Acronyms)	Page 20-24
Military Time	Page 25
Military Ranks	Page 26
Command Structure	Page 27
Wives Ten Commandments	Page 28

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## **WHAT IS THE ARMY ALL ABOUT ANYWAY?**



Military families are a unique breed, separate and apart from the civilian population. Living accommodations, friendships, career opportunities, training, and family time are just a few of the areas that will be different from what you might anticipate. The old adage, “If the Army wanted you to have a ‘spouse’ they would have issued you one” is no longer in vogue in today’s Army. The Army spouse earns and deserves special recognition. As a military spouse, you are now a member of the team. As a team it will be vital to support each other to accomplish your joint goals. You need to know what to expect as a spouse of a soldier in the Army. Being in the Army is not the same as working for a corporation or a small business. Your happiness will depend largely on your adjusting your expectations to the reality of life in the military with all of its joys and demands. The objective or purpose of the Army should be clearly understood by all members of the Army and their families. It is firmly established in Title 10, U.S. code as follows:

It is the intent of Congress to provide an Army that is capable in conjunction with the other armed forces, of...

1. Preserving the peace and security and providing for the defense of the United States, the Territories, Commonwealths, possessions, and any areas occupied by the United States;
2. Supporting the national policies;
3. Implementing the national objectives; and
4. Overcoming any nations responsible for aggressive acts that imperil the peace and security of the United States.

Most employers do not become involved in their employees’ lives beyond the workday. Those who work for the Army benefit way beyond the opportunities of their job by being offered use of a wide variety of services, programs and facilities. In return for these benefits, soldiers must meet expectations that include personal and professional responsibilities that go along with their work. At times, these demands require a high degree of dedication and even sacrifice. There are many differences in this type of lifestyle and the one that you might have known growing up. Some of the differences from how you may have grown up are:

- ❑ Military families often have to pack up their home and leave just when they are getting used to the city or country they have learned to call home. For some, this is difficult, but for others it is very exciting to visit and learn about the world and to make new friends that you can correspond with all over the world for years to come.
- ❑ Often, service to country requires a period of separation. Again, this is often a difficult time but your preparation and attitude will make the experience a good one or a bad one.
- ❑ The work hours (duty day) are different from assignment to assignment and sometimes, from day to day. Often, you will live next to a soldier who seems to always get off much earlier than your spouse. Different ranks, positions, and responsibilities require different degrees of time. Be proud of your spouse when they are entrusted with greater responsibility and help them to succeed by supporting them. Remember that there are seasons in life for all things and you never know what the next assignment may bring.

Despite the pressures that come along with serving our country in the Army, there is much to appreciate about our lifestyle:

- ❑ Financial and job security

- ❑ Opportunities to learn new skills
- ❑ Travel opportunities
- ❑ Services, programs, and facilities for the soldier and the family
- ❑ Sharing the dedication and commitment of others working together to reach common goals
- ❑ 30 days of paid vacation(leave) every year
- ❑ VA loans for qualified home buyers

***“Your mission remains fixed, determined, inviolable-it is to win wars. Everything else in your professional career is but corollary to this vital dedication. All other public purposes... will find others for their accomplishment: but you are the ones who are trained to fight; yours is the profession of arms.”***

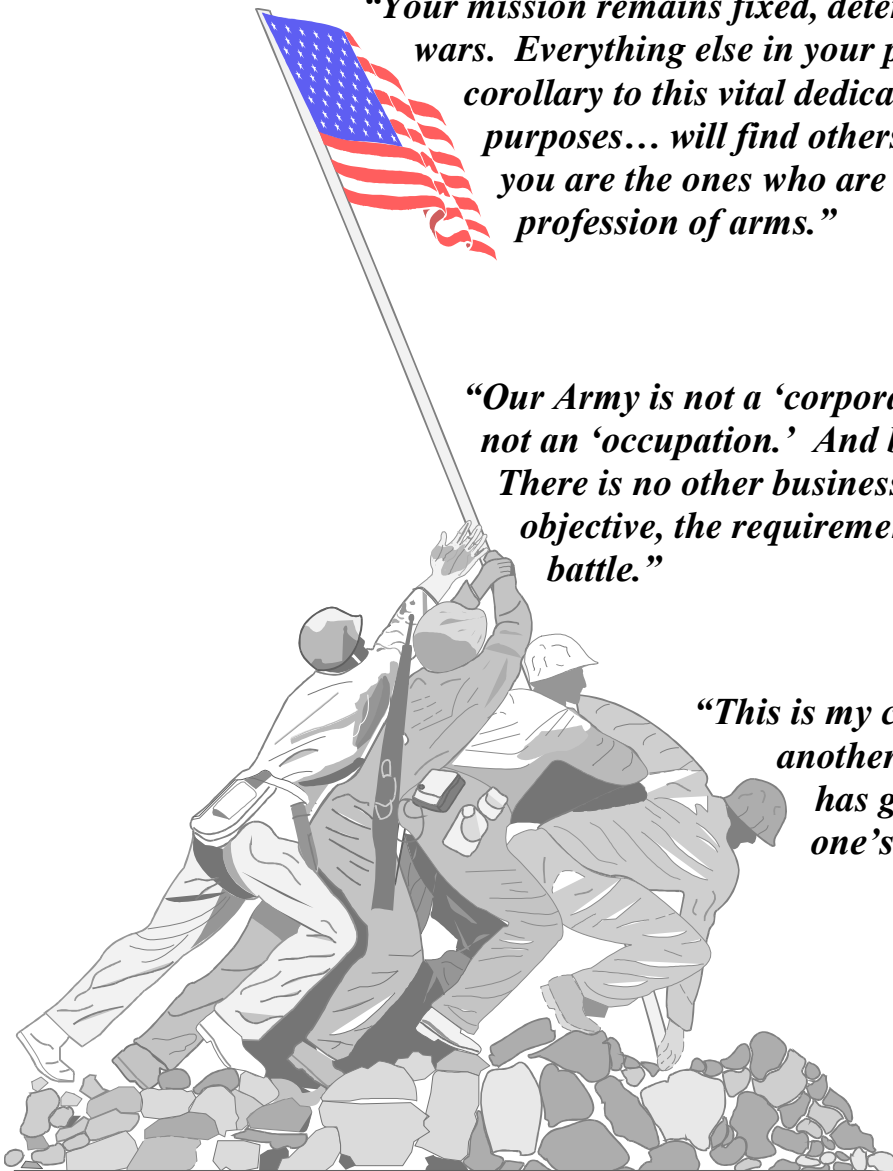
***General Douglas A MacArthur***

***“Our Army is not a ‘corporation.’ Defending this nation is not an ‘occupation.’ And being a soldier is not a ‘job.’ There is no other business that has, as its foremost objective, the requirement to fight and win the land battle.”***

***Colonel Dandridge Malone***

***“This is my commandment, that you love one another as I have loved you. No one has greater love than this, to lay down one’s life for one’s friends”***

***Jesus***



1945-IWO-JIMA-OKINAWA-KOREA

REVOLUTIONARY-WAR-1775-1783\* FRENCH-NAVAL-WAR-1798-1801\*TRIPOLI-1801-1805\*WAR-OF 1812-1815\*FLORIDA-INDIAN-WARS-1835-1842-

UNCOMMON  
VALOR

## FIRST THINGS FIRST

As a new military spouse, you will need an Identification Card (ID card). This ID card will enable you to use the Post Exchange (PX), the commissary and to receive dental and medical care. Due to its importance, you should always carry your ID card and be sure to guard it carefully. If the ID card is lost, you must report it as soon as possible. To get your ID card you will need your *marriage and birth certificates* along with *DD Form 1172 available from your unit PAC*. (ID cards are issued to all family members who are 10 years old and over.)

All soldiers must ensure that their family members are enrolled in DEERS (Defense Enrollment Eligibility Reporting System) to receive non-emergency, routine medical care. You may call 1-800-538-9552 to verify your enrollment in DEERS.

If you need help or have other questions, these are just some of the people you can ask:

- ❑ **Chaplains:** They are usually available in the battalion. There is no negative impact on the soldier or his job for asking to see a chaplain and a chaplain keeps your business private.
- ❑ **Family Support Group Leaders:** You should always have handy the phone numbers for the FSG leaders in your spouses company. These are the people who are involved with your company and want to help you. They are the spouses of your Company Commander, 1SG, and others who are interested in the quality of life in the company.
- ❑ **Army Community Service Centers:** These facilities provide everything from travel and job information to financial counseling and Emergency help. They even have lending closets with pots, pans, baby carriers, cribs, and other essential equipment.

### REMEMBER, ALWAYS ASK FOR HELP!

*\*\*Additional information regarding Family Support Groups and Assistance Agencies can be found in the Battalion FSG Handbook.*

## SERVICES

### ARMY COMMUNITY SERVICE (ACS)

Through an assigned professional staff and volunteers, ACS provides helpful assistance to service members and their families for most problems. The ACS bulletin keeps the local community aware of the following services:

- ❑ THE HELP OFFICE offers *immediate* assistance with any crisis concerning the soldier or his/her family. Contact HELP for assistance with nonsupport, the Federal Food Stamp Program or the Emergency Food Locker.
- ❑ The Army Advocacy Program looks out for the needs of children and family members in cases of abuse or neglect; offering guidance, coordination, outreach and foster care.
- ❑ The Exceptional Family Member Program (EFMP) offers guidance and referral to schools and health-related facilities for family members who are handicapped or gifted.
- ❑ The Loan Closet has household items (such as infant car seats) for loan on a temporary basis to service families.
- ❑ Financial Planners provide financial management services (budgeting, negotiating with creditors) to military families. Tax assistance is also available.

- ❑ Army Emergency Relief provides financial assistance in the form of an interest free loan and/or grant for bonafide emergencies, primarily dealing with food, shelter and utilities.
- ❑ Relocating Services maintains an information file on other military installations.
- ❑ English as a Second Language is a program designed to help foreign-born wives to master the English Language.

The services at ACS work because of wonderful people who volunteer their time. As a volunteer, you can improve old skills and master new ones while helping someone. These skills will be documented and can be used for future employment.

## **AMERICAN RED CROSS (ARC)**

The ARC provides rapid communication and reporting of personal and family problems, financial assistance for emergency leave and disaster assistance. There are many volunteer opportunities through the ARC. Red Cross volunteers work in libraries, schools and hospital clinics as nurses, social workers and instructors. Red Cross courses are available to both service members and family members.

## **CHILD DEVELOPMENT SERVICES (CDS)**

This service offers quality child care options with various types of service, locations, hours of operation and fee schedules that are responsive to the needs of military families living both on and off post.

## **CHAPELS**

Every post has at least one chapel. It offers a full schedule of Protestant, Catholic and other religious services, Sunday schools, Bible studies and family religious classes. The chaplains sponsor and staff the Family Life Center. The Family Life Center has programs with emphasis on marriage and family counseling, family life enrichment, educational programs, community support systems and fun and fellowship.

## **JUDGE ADVOCATE GENERAL (JAG)**

This office offers free legal assistance with powers of attorney, wills, trusts, estates, taxes, adoptions, and name changes. It also has a claims division and Criminal Law Division, which deals with military Justice.

## **MEDICAL SERVICES**

Medical services are offered at the clinic or hospital. A medical record will be made up for you at your first duty assignment and you will hand carry this record each time you move. The pharmacy will fill current prescriptions on a walk in basis. CHAMPUS will cover medical treatment of family members received from off-post civilian doctors if the treatment was pre-approved by CHAMPUS or was a bonafide emergency.

## TRICARE

TRICARE is a comprehensive Defense Department medical program for active duty and CHAMPUS-eligible beneficiaries, designed to improve readiness, expand access to care, maintain quality of care, and control costs. To enroll in TRICARE call **1-800-941-4501** and have your social security number ready. You can find the additional information and the Department of Defense (DOD) World Wide Web home page at [www.ha.osd.mil](http://www.ha.osd.mil). Click on TRICARE Support Office (TSO) or go to [www.tso.osd.mil](http://www.tso.osd.mil). There are no pre-existing condition limitations for any of the TRICARE plans. TRICARE's three options include:

- **TRICARE Prime.** Similar to a Health Maintenance Organization (HMO). Active-duty personnel are automatically enrolled in TRICARE Prime with no enrollment fee. Dependents (you and any children you have) living within a posts catchment area (coverage area) may elect to enroll in Prime with no enrollment fee. This is the best option for families who want guaranteed access to the most benefits. It is the easiest to use for active duty families! First priority for care at military hospitals and clinics will be given to those enrolled in TRICARE Prime.

### *SUMMARY – TRICARE PRIME:*

- Priority for care at military hospitals and clinics
  - Primary Care Manager provides and guides health care delivery.
  - Requires enrollment for one year
  - Retirees pay enrollment fee
  - Very expensive to receive care outside TRICARE Prime (Point-of-Service option)
  - Not available everywhere
- **TRICARE Extra.** This is like a Preferred Provider Plan (PPO). Beneficiaries pay discounted co-payments when they use civilian network providers. Network providers will handle all billing and claims submissions. Patients will have to meet the same annual deductibles that existed under CHAMPUS. TRICARE Extra offers choices of civilian physicians and specialists from a network of health care providers. It is chosen by individuals and families whose regular physician is a member of the network. It is also the preferred option for those who live too far away from a military hospital for convenient access, but who wish to reduce the cost of health care as compared to TRICARE Standard.

### *SUMMARY – TRICARE EXTRA:*

- Choose any doctor in TRICARE Extra network
  - Less expensive than TRICARE Standard
  - Still may be expensive
  - Enrollment not required
  - Space-available care in military hospital but at a low priority
- **TRICARE Standard.** The same as the CHAMPUS program but with a new name. Beneficiaries pay deductibles and cost-shares. There is no formal enrollment or enrollment fee. This option offers the greatest flexibility in choosing health care professionals. It is chosen most often by individuals and families who have established relationships they wish to maintain with civilian physicians. Often this happens when there is no Military hospital nearby. TRICARE Standard is also chosen by those who travel frequently. Additionally, it may be used by beneficiaries who have other health insurance, where TRICARE Standard is the second payer. TRICARE Standard will pay 80% of the approved or

allowable cost for outpatient health care, for active duty families, after the annual deductible has been paid. Only those charges that do not exceed the allowable rate for treatment will be considered.  
Annual Deductible Under TRICARE Standard and Extra:

E-4 and Below	\$50.00 for one person \$100.00 for two or more
E-5 and Above	\$150.00 for one person \$300.00 for two or more

***SUMMARY-TRICARE STANDARD:***

- Greatest flexibility in choosing health care providers
- Most convenient when traveling or away from home
- Potentially most expensive of all options
- Enrollment not required
- Space-available care in military hospitals, but at low priority

**TRICARE COSTS FOR ACTIVE DUTY FAMILY MEMBERS:**

	<b>TRICARE PRIME</b> E-1 THRU E-4	<b>TRICARE PRIME</b> E-5 AND UP	<b>TRICARE EXTRA</b>	<b>TRICARE STANDARD</b>
<b>ANNUAL DEDUCTIBLE</b>	NONE	NONE	<b>\$150/INDIVIDUAL OR \$300/FAMILY FOR E-5 &amp; UP; \$50/\$100 FOR E-4 &amp; BELOW</b>	<b>\$150/INDIVIDUAL OR \$300/FAMILY FOR E-5 &amp; UP; \$50/\$100 FOR E-4 &amp; BELOW</b>
<b>CIVILIAN OUTPATIENT VISIT</b>	<b>\$6/VISIT</b>	<b>\$12/VISIT</b>	<b>15% OF NEGOTIATED FEE</b>	<b>20% OF ALLOWABLE CHARGE</b>
<b>CIVILIAN INPATIENT VISIT</b>	<b>\$11/DAY (\$25 MINIMUM)</b>	<b>\$11/DAY (\$25 MINIMUM)</b>	<b>GREATER OF \$35 OR \$9.90/DAY</b>	<b>GREATER OF \$35 OR \$9.90/DAY</b>
<b>CIVILIAN INPATIENT MENTAL HEALTH</b>	<b>\$20/DAY</b>	<b>\$20/DAY</b>	<b>\$20/DAY</b>	<b>\$20/DAY</b>

**DENTAL SERVICE**

Dental care will vary from post to post. Service members can now opt for dental insurance called Delta Dental that costs \$20.00 per month. It covers routine dental care. Inquire at your local dental clinic for further information.

**VETERINARY CLINIC**

The Vet Clinic offers preventive veterinary services for privately owned animals such as immunizations and health certificates. Animals housed on post need to be registered with the post veterinarian.

## **THRIFT SHOP**

The Thrift Shop is a place where ID card holders can consign to sell or shop for items. The shop keeps a percentage of the sales price and this money goes back into the community to non-profit organizations. Appliances, baby items, bicycles, clothes, furniture, housewares, sporting goods, TVs, toys, handcrafted items and uniforms are some of the items found here.

## **BANKS**

On every Army post, there is usually a bank and/or Credit Union, which offers full banking services and participates in JUMPS- Army check guaranteed deposit program. The bank is a private firm not connected with the Department of the Army.

## **CIVILIAN PERSONNEL OFFICE (CPO)**

This office handles employment information and opportunities concerning civil service jobs.

## **EDUCATION CENTER**

The Education Center provides counseling service, testing services, an Army Learning Center and education programs. Family members are welcome to take classes offered by the colleges at the Ed Center.

# **SHOPPING FACILITIES**

## **COMMISSARY**

The commissary provides high quality grocery products at the lowest possible prices. Items are sold at cost, with only a 5% surcharge added. The surcharge is used for commissary supplies and operating expenses. In general, using the commissary over the local supermarket can save 20-35%. NOTE: Baggers are not commissary employees and should be tipped

## **AAFES (ARMY AND AIR FORCE EXCHANGE SYSTEM)**

AAFES is the Army and Air Force department store. Other facilities are also part of the PX system including barber shop, beauty shop, flower shop, automotive shop, Shoppette, Four Seasons shop (which carries seasonal items), laundry and dry cleaning pick up point, photo shop, optical shop, tailor shop, post theater, and various eateries. Depending on the size of the post, these concessions are vendors who are allowed to display and sell their wares and pay a percentage of their sales to AAFES. The Clothing Sales store sells official items of military clothing and equipment to ID card holders.

## **PACKAGE BEVERAGE STORE (Class VI)**

This facility carries a full line of distilled spirits, imported and domestic wines, wine coolers, malt beverages, mixes and soft drinks.



# **CLUBS AND ORGANIZATIONS**

## **OFFICERS'/NCO CLUB**

The Officers' and Non-commissioned Officers' clubs are the centers for social activities. These clubs normally charge their members monthly dues and offer a variety of activities at a reasonable cost. The success of these clubs depends on the cooperation and support of its members.

## **PWOC (*PROTESTANT WOMEN OF THE CHAPEL*)**

This organization offers the opportunity for fellowship and spiritual growth to any woman. PWOC usually offers a variety of Bible studies and special programs. The PWOC encourages women to grow spiritually within the body of Christ through prayer, the study of God's Word, worship and service. It is sponsored by the Army Chief of Chaplains and is recognized by the leadership of the Air Force, Navy, Marines and Coast Guard Chaplaincies.

## **MCCW (*MILITARY COUNCIL OF CATHOLIC WOMEN*)**

This organization is dedicated to the spiritual enrichment of Catholic women through Eucharistic Celebration, spiritual development progress and community activities. It is sponsored by the Army Chief of Chaplains and is recognized by the leadership of the Air Force, Navy, Marines and Coast Guard Chaplaincies.

## **ENLISTED/NCO WIVES CLUBS**

On each Army post the clubs for enlisted soldiers' wives and Noncommissioned Officers' wives differ slightly. The main goal is to get together for recreational, social and fund raising activities.

## **OFFICERS' WIVES CLUB**

This club is open to officers' spouses and serves as a social and philanthropic organization. (This club usually includes the spouses of Department of the Army civilians too). On the social side, a variety of activities are offered including classes to learn new skills, trips to exciting places and luncheons with interesting programs; all are a wonderful way to make new friends. The philanthropic side donates thousands of dollars annually to various non-profit organizations on post. Most clubs also sponsor academic college scholarships to family members.

THERE ARE MANY OTHER CLUBS ON EACH POST PENDING ON THE NEEDS AND DESIRES OF THE COMMUNITY. CUB SCOUTS, BOY SCOUTS, AND GIRL SCOUTS ARE USUALLY ACTIVE ON MOST POSTS. OTHER EXAMPLES OF CLUBS ARE ROD AND GUN CLUBS, WEIGHT LOSS CLUBS, DIFFERENT COLLECTORS CLUBS (I.E. STAMPS AND COINS). IF YOU HAVE A SPECIAL INTEREST, INQUIRE TO SEE IF THERE IS A CLUB AND IF NOT, YOU CAN ALWAYS START ONE. BEST OF LUCK AND ENJOY YOURSELF.

## **RECREATION**

### **BOWLING**

Most posts have bowling center with a full line of equipment available to patrons. Both league and open bowling are available.

### **LIBRARY**

Depending on the size of the military community, the library can offer a wide range of services. Books, magazines, newspapers, cassettes, records, videos and software may be available to check out. Most libraries have a coin operated copy machine, children's materials, microfilm/fiche readers and printers. Be sure to check out your library to see what special services are offered.

### **INFORMATION TICKETS AND RESERVATIONS (ITR)**

This office supplies local and regional travel information and reservation services. Local tours, tickets to special events (sports, concerts, etc.) and tickets to regional and national attractions are also available.

### **RECREATION CENTER**

Every post has a community recreation center. It provides constructive, creative, educational, and leisure oriented activities for the community.

### **CRAFTSHOPS**

Arts and crafts shop offers both leisure time and instructional classes in various art media including photography, pottery, ceramics and other local options. The woodworking shop is equipped for building new or restoring old furniture or other wood projects.

The auto crafts shop provides automotive craft services to include service bays, which are available for use in maintaining, customizing, or building of cars, small trucks and motorcycles. Automotive tools are available for on-the-premises use.

### **GYMNASIUM**

Depending on the size of the facility, most gyms provide athletic training programs including exercise and weight rooms, saunas and various sport-related courts. Family members may utilize the gyms, so check out programs offered at your local gym.

### **YOUTH ACTIVITIES (YA)**

YA provides a comprehensive youth program (grades 1-12) that fosters social interaction, promotes personal growth and develops educational and recreational skills. The group is supported by the installation and offers diverse, flexible activities that meet the needs of families on and off post.

**\*\*The chapels also offer youth organizations that are worth checking out!**

## **OUTDOOR RECREATION**

Depending on the size of the facility, bicycles, boats, skiing equipment, tents and a wide variety of camping equipment is available for check out at a nominal fee. Items are rented on a first come, first served basis, or can be reserved in advance for special weekends or planned vacations.

## **MILITARY CUSTOMS, TRADITIONS AND PROTOCOL**

Protocol can be a very imposing word to many. In the strict sense it is formal rules of conduct at highlevel government ceremonies. For us as military spouses of the 21<sup>st</sup> century it can be defined as a combination of etiquette and good manners blended with the rich heritage of traditions and courtesies of military life. It is designed to let us know what to expect in a given situation, which will help us feel more comfortable, and at ease. Social functions can run the gamut from black tie to blue jeans. With the knowledge of some general guidelines, you will be able to enjoy them all. (Our hint: take your cue from your commander's/1SG's spouse and try to follow her/his interpretation.)

## **SOCIAL OBLIGATIONS**

Military social life is one of the nicest traditions. Friendships and camaraderie grow out of this tradition. It is characterized by the exchange of visits, invitations and other courtesies. The thoughtful and conscientious military couple realizes that when they accept an invitation to a dinner, party or any social function, they have a responsibility to return the hospitality (Special occasions are exceptions such as unit parties). Be assured it is not necessary to return a sit-down dinner for a sit-down dinner. Remember to be yourself, to do what is comfortable for you and to keep it within your budget. This way you will do the entertaining because you enjoy it and soon will find you are building friendships.

## **TO GO OR NOT TO GO?**

Frequently you may find a conflict of obligations and interests when it comes to deciding which functions to attend. Of course, your family is your top priority. Usually your unit Hail and Farewells and the spouses' coffees take precedence. These social occasions are opportunities to get to know the people with whom your spouse works and to discover new friendships. This will lead to unit *Esprit* that is a very special military tradition. As part of his job as a professional soldier, your spouse must be loyal to the unit and to its commander. Your soldier spouse must pull duty, go to the field and may someday fight a war. He/she has chosen to defend our nation which is not an easy task. Social functions are used not to separate but to unite. Our love and support can offer refuge in a tough job.

## **INVITATIONS**

There are a variety of invitations to choose from depending on the mood of the hostess; informal notes, boxed invitations, or handmade creations. On an invitation use only one of the following responses:

- 1) RSVP
- 2) Regrets Only. If using two or more telephone numbers include the corresponding name or names.

## TYPES OF RESPONSES

Nearly every invitation will have a response in a lower corner:

- ♦ **RSVP** is French (*Repondez s'il vous plait*) which means *response please*. Call to say *YES I can come* or *No I can't come*.
- ♦ **REGRETS ONLY** Always call your hostess when you are unable to attend. Never assume that you will not be missed.

When you receive an invitation, remember your old-fashioned good manners and reply promptly, within forty-eight hours. Consider the waste of time and money if the hostess prepares food for twenty people and only eight come. If, after receiving an invitation, you see the hostess, you may refer to the party but always reply by a written note. When you decline an invitation, an explanation is not required and should never be requested. Once you accept an invitation and an emergency arises, you may call the hostess and decline.

## THANK YOU

Thank you notes for hospitality and courtesies received are a must and a sign of gracious manners. If your hostess is a close friend, a phone call is sufficient. A handwritten thank you is appropriate for any occasion whether it be a meal, a gift received or simply a kind gesture.

## WHAT DO I WEAR?

IF THE INVITATION STATES	FORMAL (BLACK TIE)	INFORMAL	CASUAL
THE OCCASION IS	Some evening receptions, balls, dining ins or dining outs	A daytime/evening reception, review, parade or daytime early evening occasion	A barbecue, or other casual get-to-gether
ARMY PERSONNEL WEAR	Army Blue Mess or Army Blue with Bow Tie	Army Blue with four-in-hand tie (1) Army Green	Civilian Attire, open collar
LADIES WEAR	Long gowns, blouse & long skirt or tea length gown	Short nice dress nice blouse & skirt, or dressy dress	Simple dress skirt & blouse or sweater or slacks
CIVILIAN MEN WEAR	Dinner jacket/Tuxedo	Suit or hat & tie	Open collar (no tie)

NOTES: (1) The four-in-hand tie is worn at functions that begin before retreat (5:00-6:00 PM). However, the host may prescribe either the four-in-hand tie or bow tie for evening functions, according to the degree of formality.

## COMMENTS:

- If the invitation states *civilian informal*, Army personnel (men) would wear a coat and tie or Army green.
- If you receive an invitation and there is no dress given, it is understood that the dress will be informal.
- Any dress more than casual should be noted on the invitation (*Jeans are Acceptable, Super Casual or Come in Shorts*)
- If you have any questions, call the hostess and ask.

## **SOCIAL FUNCTIONS**

### **COURTESY CALLS**

This is one of the oldest of Army traditions. A newly arrived officer would make a social call upon his commanding officer. Today it is rarely used in the traditional sense. However, some units still have some form of a courtesy call, which enables the commanding officer to personally welcome officers to his unit. The adjutant will inform the incoming officers of the unit's policy on calls. In today's military, the unit's *Hail and farewells* serve as the welcome for the new officers in the unit. The New Year's Day Reception (which may be held any time during the holiday season) is the annual opportunity to greet the commander. Most units encourage their soldiers and their spouses to attend these functions.

### **BRUNCH**

This function is usually held around 11:00 and is a combination of breakfast and lunch. A simple dress or skirt and blouse would be appropriate.

### **COFFEES**

Unit coffees are usually held monthly and provide a wonderful opportunity to greet new arrivals, to farewell those departing, to get acquainted with the other spouses in the unit, and to find out what's happening in the unit and on the post. Coffees are part of the support network military spouses enjoy. The refreshments or goodies that are served are light and may be plain or fancy, depending on the hostess' choice. Try to attend and wear something casual.

### **LUNCHEONS**

Most Wives (Spouses) Clubs have a luncheon or similar activity each month. There might be a social hour before and a program after the luncheon. Reservations are almost always required. A nice dress or suit is appropriate.

### **TEAS**

A tea is held in the afternoon and is the most formal of daytime functions. It is usually given in honor of a person or persons such as a departing or incoming commander's spouse. Coffee, tea, punch, cookies and finger sandwiches are normally. Wear a suit or nice slacks

## **COCKTAIL PARTY**

Cocktails are usually served from 5:00 or 6:00 PM until 7:00 or 8:00 PM (about two hours). Simple hors d'oeuvres or appetizers are served. Dressy dress and coat and tie or suit for men is appropriate.

## **COCKTAIL BUFFET**

This function is held during the same hours as a cocktail party. It is a stand up buffet where the guests help themselves to a variety of foods from a buffet table. The food will be more elaborate than a cocktail party and may include the makings for a sandwich. Same dress as for the cocktail party.

## **OPEN HOUSE**

This literally means the home is open to guests between established hours. Guests are free to arrive and depart between those hours.

## **BUFFET SUPPER**

A buffet supper is a dinner party served buffet style. It is a convenient way to serve guests, especially a number of guests in a limited space. At a buffet supper, the plates, silverware, napkins and platters of food are arranged on the dining table or buffet table and guests serve themselves. Guests then find a comfortable place to sit down in the living room or den.

A variation of the buffet supper is the sit-down buffet. In this case the tables are set and arranged around the room. Guests serve themselves and then find a place to sit (place cards may designate the seating arrangements).

For any dinner invitation, it is important to arrive at the specified time on the invitation, never early.

Dress is informal.

## **INFORMAL SIT DOWN DINNER**

This is a seated dinner, with as many courses as you may wish to serve.

The food can be served by hired help (teenagers may enjoy this type of part time job) or by the hostess and host. Seating maybe arranged. The lady guest of honor is seated to the right of the host and the gentleman guest of honor to the right of the hostess. Place cards may be used for the seating arrangement. Coffee may be served at the table with dessert or later in another room (livingroom). Dress should be indicated on the invitation and will probably be informal.

## **PROMOTION PARTY**

A time-honored tradition is the promotion party that is given by an officer or a group of officers with similar dates of rank, shortly after being promoted. It does not have to be a fancy affair but provides a chance to invite friends and their spouses to share the good fortune.

## UNIT PARTIES

Although the unit is usually the host, unit members and guests share the cost and planning of the party. The most popular unit party is the *Hail and Farewell* that welcomes the incoming members and farewells the departing members. These parties build the unit spirit and camaraderie and are successful only if everyone supports and participates.

## DINING IN

The dining in is an old military tradition that has been passed down from the British. As the most formal of events, a dining in allows officers of a unit to celebrate its successes and to enjoy its traditions and heritage. It is strictly a soldier's affair.

## DINING OUT

When spouses are invited to a *Dining In*, it becomes a *Dining Out*. It gives the spouses an opportunity to see all the *pomp and circumstance* that goes with the tradition. A good example is the Field Artillery Ball on St. Barbara's Day in December. This ball is usually a Dining Out rather than a Dining In. The spouses will enjoy the opportunity to dress in their dressiest dinner gown and spend a fun evening with their soldier spouse.

## RECEPTIONS

A reception is usually held in honor of a special guest or guests or after a change of command. There may or may not be a receiving line.

(See the following section covering receiving lines) Guests should mingle about and visit with the other guests. Conversations should be light and of short duration. When you wish to move on to greet other guests, a simple "*Excuse me*"... will do and then leave.

How long you stay will depend on the invitation's guidelines or the post's policy on whether you may leave before the senior officer leaves. Before departing, be sure to thank the hostess and host and bid good-bye to the guest of honor.

## RECEIVING LINES

Receiving lines are formed at various functions: receptions, luncheons, teas, etc. There are also various ways to form a receiving line but the most conventional one begins with the adjutant of a unit or the aide-de-camp. In the Army the lady precedes her husband through the line. Their names are given to the adjutant or the aide and he will introduce them to the host or commander who in turn will shake hands and introduce them to his/her spouse who will pass along the introduction down the line. If someone loses a guest's name in the receiving line, the guest should repeat his/her name. To keep the line moving smoothly and quickly, conversations and greetings should be kept short. You may greet the adjutant or aide but do not shake hands with him/her.

## **PARADES AND REVIEWS**

These events are an important part of the military. They can move a spectator to instant patriotism and pride in our country.

Parades can be held for many reasons, but the following are some of the most frequent:

1. *Change of Command:* The outgoing commander officially passes the unit colors to his/her successor.
2. *Presentation of awards and medals:* Soldiers are recognized and commended publicly for their achievements or valor in the outstanding performance of duty.
3. *Retirement:* every soldier who retires after 20 years or more of service is honored by a parade to give tribute to his/her years of loyal service.

Certain traditions and courtesies should be observed during these ceremonies. Spectators stand for the playing of the National Anthem and anthems of other countries represented. As troops pass in review, spectators stand as the national colors approach and pass. Depending on the post policy, spectators may be required to stand for the playing of other songs such as the Army song.

A review is usually smaller than a parade. If the reviewing officer is a General Officer, the spectators will stand at the beginning of the ceremony for the playing of Ruffles and flourishes and/or the sounding of the accompanying gun salute.

## **REVEILLE AND RETREAT**

If you are on post in the morning for Reveille or in the evening for Retreat, that is, when the flag is being raised or lowered, stop and stand facing the flag or the sound of the music. Stand quietly until the music has stopped, then you may continue on. If you are in a vehicle, stop, get out and follow the above procedure. If you have small children in the car, you may remain in the car. (On an Air Force or Navy base, you are only required to stop the car and remain seated inside.)

A civilian may salute the flag in the above situations by placing the right hand over the heart when outdoors or by standing with hands at side when indoors.

## **OTHER MILITARY FUNCTIONS AND COURTESIES**

At all social functions, all invited guests should try to speak to the guest(s) of honor and be sure to bid goodbye to the host and/or hostess.

Always be punctual to social functions but do not come early. You may come early to meetings, however, so that you can socialize before the meeting and the meeting can start on time.

At a ball or dining out, the ladies stand for the posting and retiring of the colors. They also stand and drink for all the toasts except the toast *to the ladies*. If you do not drink alcoholic beverages, you may lift



your glass for the toasts as a token, or use your water glass for the toast. Ladies may stand for a standing ovation for a speaker.

When entering or leaving an installation with a guarded gate at night, dim your headlights 50 feet before the gate so you don't blind the guard.

Although the military has a defined rank structure, spouses have no rank. It is still proper to address more senior officers and their spouses by their last name, until they ask you to do otherwise.

A chaplain may be addressed as chaplain or by his rank and name.

A doctor is addressed by military rank, although in a clinic setting you may find *doctor* more comfortable.

You are welcome to attend a change of command ceremony without a specific invitation. Attendance at the reception following should be by invitation.

## **CALLING CARDS**

The use of calling cards is a very old military tradition that is still alive at some installations. Officers and their spouses leave calling cards when making a social call. These cards are left on a tray or table near the door when arriving or departing. Do not hand them to the host or hostess. When using calling cards, the man leaves one for every adult in the host's household not to exceed three cards and a woman leaves one for every adult female, not to exceed three.

To determine if your unit uses calling cards, inquire with the unit adjutant (S-1).

## **CHILDREN**

When children are included it will be specified on the invitation. Children are welcomed at parades and reviews as long as they are quiet and well behaved.

# **PERSONAL AFFAIRS**

Many military spouses will face both personal and financial problems during periods of separation. You need to make advance preparations to handle these problems.

## **POWER OF ATTORNEY**

There are two types of powers of attorney. The general power of attorney enables the spouse to conduct all the soldier's personal affairs while the special power of attorney is used for only one specific purpose, i.e., to sell a car. Powers of attorney should be issued for only a limited period of time so that the document can be reviewed and revised at certain intervals. The JAG office can assist in drafting, notarizing and witnessing a power of attorney.

## **WILLS**

Another important legal document is a will. JAG will also assist in drawing up wills. Every soldier and military spouse should have a will.

## **PERSONAL PAPERS**

It is important that the following papers and documents be kept in a safe place and hand carried, not packed when moving.

1. Current ID cards and/or passports for all family members
2. Birth certificates
3. Marriage certificates
4. Checking and saving account numbers
5. Insurance policies (car, life, personal property)
6. Wills
7. Powers of Attorney
8. Title and car registration
9. Complete household inventory
10. Letters of adoption
11. Alien registration card(Green Card)
12. Divorce papers
13. Naturalization papers

## **WHEN IT'S TIME TO MOVE**

Living in a variety of places is exciting as well as challenging. Moving can be fun if you prepare for the move and know what to expect.

Every soldier is given a household goods weight allowance according to his/her pay grade. This weight allowance is the maximum weight authorized to be moved at government expense under the Joint Travel Regulations (JTR). Your total JTR allowance includes the weight of personal property or household goods you ship, place in storage and send ahead. The soldier pays all the charges connected with any excess weight, which can be very costly. Therefore, it is important to stay within the weight allowance.

A split shipment means you can ship some household items early so they will be there when you arrive. Your second shipment may arrive after you.

Most transportation offices hold transportation briefings; try to attend one prior to each move. At the briefing you can inquire as to the insurance coverage limits the US government will reimburse for loss or damage. If the coverage is less than your total household amount, you can purchase additional insurance coverage through such agencies as Armed Forces Cooperative Insuring Association or USAA (1-800-531-8080). This coverage must be purchased prior to the shipment.

### **Some helpful moving hints:**

1. Make an appointment with transportation immediately upon receiving orders.

2. Hand carry personal papers, expensive jewelry, coin or stamp collections. On packing day, be sure these and all the luggage that is going with you are in the car or in a room that will not be packed, like the bathroom.
3. When something is dismantled by the movers such as a crib, put all the screws, nuts and bolts in a small plastic bag and label it. Put all these small bags in a special container such as an old coffee can or Tupperware container. When this container is packed put a x on the shipping box and also on the inventory so you will find it easily when you unpack a start reassembling the items.
4. If you have glassware or breakables in your bedrooms you may wish to bring them to the kitchen or dining room where the breakables are being packed.
5. Since light items are left in dresser drawers, for overseas moves, you may want to put clothing that you are not packing in luggage before the shippers arrive.
6. Put all cleaners and liquids in a place where they will not be packed. Be sure to discard trash or it will move with you to your new home.
7. Keep original boxes from your large items Such as TV, stereo, computers and other fragile items. You can put the items in these boxes before the packers arrive but let the packers seal the boxes.
8. Wash curtains and linens before you ship because you won't have time to wash it all on the other end before you use them.
9. To prepare your refrigerator and/or freezer for Shipment or storage, clean them thoroughly, then place coffee grinds or charcoal in an old sock. Put the sock along with crushed up newspapers inside the freezer and /or refrigerator to help eliminate tile growth of mold and mildew.
10. When unpacking your household goods, be sure to shakeout every piece of packing paper -. Small items can be inadvertently thrown out with the paper.
11. Compile an inventory of household goods and keep it up to date. A photograph of high value items is recommended.

# WHAT DOES IT MEAN?

A new military Spouse will quickly discover that the military has its own language. This language consists of acronyms. Once you understand that these acronyms all stand for a phrase of words you will easily learn to speak military jargon. You may least attempt to guess what they represent.

AAFES:	ARMY AND AIR FORCE EXCHANGE SYSTEM (PX)
AC:	ACTIVE COMPONENT
ACS:	ARMY COMMUNITY SERVICE
ADA:	AIR DEFENSE ARTILLERY
ADC:	ASSISTANT DIVISION COMMANDER
A RATIONS:	HOT MEALS (REAL FOOD)
AER:	ARMY EMERGENCY RELIEF
AF OR APF:	APPROPRIATED FUNDS (COME FROM CONGRESS AND MUST BE USED ONLY FOR THE STATED PURPOSE)
AG:	ADJUTANT GENERAL
AIT:	ADVANCE INDIVIDUAL TRAINING
ALLOTMENT:	A SPECIFIED AMOUNT OF MONEY THE SERVICE MEMBER DESIGNATES TO BE PAID TO A PARTICULAR PLACE OR PERSON EACH MONTH
AR:	ARMY REGULATION
ARCOM:	ARMY COMMENDATION MEDAL
ARTEP:	ARMY TRAINING AND EVALUATION PROGRAM
ARTICLE 15:	PUNISHMENT OTHER THAN COURTS-MARTIAL IMPOSED BY THE COMPANY/BATTERY OR BATTALION COMMANDER
ASAP:	AS SOON AS POSSIBLE
AUSA:	ASSOCIATION OF THE UNITED STATES ARMY
AVN:	AVIATION
AWOL:	ABSENT WITHOUT LEAVE
BAQ:	BASIC ALLOWANCE FOR QUARTERS
BDE:	BRIGADE
BDUs:	BATTLE DRESS UNIFORMS
BLACKHAWK:	THE NEWEST ARMY LIFT HELICOPTER. CARRIES TROOPS AND EQUIPMENT.
BN:	BATTALION
BOSS:	BETTER OPPORTUNITIES FOR SINGLE SOLDIERS
BOQ:	BACHELOR OFFICERS' QUARTERS
CADRE:	PERSONNEL PERMANENTLY ASSIGNED TO A TRAINING OR PROVISIONAL UNIT OR TO A UNIT BEING NEWLY ORGANIZED.
CAV:	CAVALRY
CBR:	CHEMICAL-BIOLOGICAL-RADIOLOGICAL
CDS:	CHILD DEVELOPMENT SERVICES
CDC:	CHILD DEVELOPMENT CENTER
CDT:	CADET
CDR:	COMMANDER
CCF:	CORRECTIONAL CUSTODY FACILITY
CG:	COMMANDING GENERAL
CHAIN OF COMMAND:	THIS IS THE MILITARY ORGANIZATON ESTABLISHED ON MILITARY RANK
CHAMPUS:	CIVILIAN HEALTH AND MEDICAL PROGRAM UNIFORM SERVICES, A HEALTH INSURANCE THAT HELPS PAY A PORTION OF MEDICAL CARE COSTS WHEN CARE IS RECEIVED FROM A CIVILIAN DOCTOR OR FACILITY.
CHAPLAIN:	A MILITARY MEMBER OF THE CLERGY. EACH CHAPLAIN IS A MEMBER OF A PARTICULAR FAITH GROUP, BUT HE/SHE MAY PROVIDE SUPPORT AND COUNSELING TO MEMBERS OF OTHER FAITHS

COFS, COS:	CHIEF OF STAFF
CHINOOK:	THE LARGEST (MEDIUM/HEAVY LIFT) HELICOPTER IN THE US ARMY INVENTORY. IT CARRIES SOLDIERS AND EQUIPMENT. IT IS DISTINCTIVE IN THAT IT HAS TWO ROTOR BLADES ON TOP OF THE AIRFRAME.
CINC:	COMMANDER IN CHIEF (IN EUROPE, A FOUR STAR GENERAL)
COB:	CLOSE OF BUSINESS
COLORS:	FLAG OF A NATION OR OF AN ARMY UNIT
COMMISSARY:	GROCERY STORE
CP:	COMMAND POST
CPX:	COMMAND POST EXERCISE
COBRA:	AN ARMY ATTACK HELICOPTER.
CONUS:	CONTINENTAL UNITED STATES (USED WHEN SPEAKING ABOUT ASSIGNMENTS)
CQ:	CHARGE OF QUARTERS
CQ RUNNER:	PERSON WHO RUNS ERRANDS FOR THE CQ
D-DAY:	THE DAY ON WHICH OPERATIONS ARE SET TO BEGIN
DA:	DEPARTMENT OF THE ARMY
DAC:	DEPARTMENT OF THE ARMY CIVILIAN
DB:	DAILY BULLETIN
DCINC:	DEPUTY COMMANDER-IN-CHIEF, A LIEUTENANT (3 STAR) GENERAL
DEERS:	DEFENSE ENROLLMENT ELIGIBILITY REPORTING SYSTEM
DENTAC:	US DENTAL ACTIVITY
DETAIL:	AN ASSIGNED DUTY TO ONE OR MORE PERSONS
DEPENDENT:	A PERSON FOR WHOM A SERVICE MEMBER IS LEGALLY AND FINANCIALLY RESPONSIBLE-USUALLY A SPOUSE OR CHILD
DEPLOYMENT:	RELOCATION OF A MILITARY UNIT OUTSIDE THE UNITED STATES FOR AN EXTENDED PERIOD OF TIME
DFR:	DROPPED FROM THE ROLLS (OUT OF THE ARMY)
DISCOM:	DIVISION SUPPORT COMMAND
DIV:	DIVISION
DIVARTY:	DIVISION ARTILLERY
DOD:	DEPARTMENT OF DEFENSE
DCA:	DIRECTOR OF COMMUNITY ACTIVITIES
DPCA:	DIRECTOR OF PERSONNEL & COMMUNITY ACTIVITIES
DCSPER:	DEPUTY CHIEF OF STAFF FOR PERSONNEL
DUTY ROSTER:	DUTY SCHEDULE MAINTAINED BY UNIT 1SG'
EDRE:	EMERGENCY DEPLOYMENT READINESS EXERCISE
EER:	ENLISTED EVALUATION REPORT
EFMB:	EXPERT FIELD MEDICAL BADGE
EFMP:	EXCEPTIONAL FAMILY MEMBER PROGRAM
EIB:	EXPERT INFANTRY BADGE
EM:	ENLISTED MEMBER
EMERGENCY DATA CARD:	A FORM KEPT WITH OFFICIAL RECORDS THAT LISTS IMPORTANT INFORMATION FOR QUICK USE IN EMERGENCIES. IT INCLUDES ADDRESSES, PHONE NUMBERS, NAMES OF RELATIVES, ETC.
ENG:	ENGINEERS
ETS:	EXPIRATION OF TERM OF SERVICE
FAMILY MEMBER:	SPOUSE & CHILDREN OF SOLDIER
FA:	FIELD ARTILLERY
FCP:	FAMILY CARE PLAN, REQUIRED FOR SINGLE PARENTS AND FOR DUAL MILITARY COUPLES
FM:	FIELD MANUAL
FORSCOM:	FORCE COMMAND
FSG:	FAMILY SUPPORT GROUP. A GROUP OF SERVICE MEMBERS AND THEIR LOVED ONES WHO GET TOGETHER TO HELP EACH OTHER MEET THE CHALLENGES OF MILITARY LIFE.

FTX:	FIELD TRAINING EXERCISE
FY:	FISCAL YEAR (OCTOBER 1 -SEPTEMBER 30)
FYI:	FOR YOUR INFORMATION
GED:	GENERAL EDUCATION DIPLOMA (EQUIVALENT TO A HIGH SCHOOL DIPLOMA
GI PARTY:	SOLDIERS GET TOGETHER TO CLEAN AND SCRUB THEIR BARRACKS
G-1:	GENERAL'S STAFF DEALING WITH PERSONNEL/ ADMINISTRATION
G-2:	GENERAL'S STAFF DEALING WITH MILITARY INTELLIGENCE
G-3:	GENERAL'S STAFF DEALING WITH TRAINING
G-4:	GENERAL'S STAFF DEALING WITH SUPPLY
HHC:	HEADQUARTERS AND HEADQUARTERS COMPANY
HOR:	HOME OF RECORD
HOWITZER:	INDIRECT FIRING WEAPON, THE CORE OF THE FIELD ARTILLERY
HUEY:	PREDECESSOR TO THE BLACKHAWK
ID CARD:	IDENTIFICATION CARD, ALL FAMILY MEMBERS 10YRS. AND OLDER MUST HAVE ID CARD TO ENTER CERTAIN POST FACILITIES AND TO RECEIVE DENTAL AND MEDICAL CARE.
IG:	INSPECTOR GENERAL
INF:	INFANTRY
ITR:	INFORMATION, TICKETS AND RESERVATIONS
JAG:	JUDGE ADVOCATE GENERAL, i.e. MILITARY LAWYER
JTR:	JOINT TRAVEL REGULATION
JUMPS:	JOINT UNIFORM MILITARY PAY SYSTEM
LN:	LOCAL NATIONAL (GERMAN, ITALIAN, KOREAN)
LOI:	LETTER OF INSTRUCTION
M-1:	THE ARMY'S NEWEST TANK
M-16:	A RIFLE
M-4:	LATEST MILITARY INDIVIDUAL WEAPON (RIFLE)
MAC:	MILITARY AIRLIFT COMMAND
MEDDAC	US MEDICAL ACTIVITY
MFR:	MEMORANDUM FOR RECORD
MI:	MILITARY INTELLIGENCE
MISSION (MSN):	THE PRIMARY TASK OF A MILITARY ORGANIZATION
MLRS:	MULTIPLY LAUNCH ROCKET SYSTEM
MOS:	MILITARY OCCUPATIONAL SPECIALTY
MOTOR POOL:	MILITARY MAINTENANCE AREA
MP:	MILITARY POLICE
MRE:	MEAL READY TO EAT
MWR:	MORALE WELFARE AND RECREATION, ACTIVITIES AND FACILITIES THAT SUSTAIN SOLDIERS AND THEIR FAMILIES
NA:	NOT APPLICABLE
NAF:	NON-APPROPRIATED FUNDS
NATO:	NORTH ATLANTIC TREATY ORGANIZATION
NCO:	NON-COMMISSIONED OFFICER, SGTs
NCOIC:	NON-COMMISSIONED OFFICER- IN CHARGE
N LT:	NOT LATER THAN
NET:	NOT EARLIER THAN
NTC:	NATIONAL TRAINING CENTER AT Ft. IRWIN, CA
OCS:	OFFICER CANDIDATE SCHOOL
OER:	OFFICER EVALUATION REPORT
OJT:	ON THE JOB TRAINING
OCONUS:	A DUTY ASSIGNMENT OUTSIDE THE CONTINENTAL U.S., I.E. KOREA, GERMANY, ALASKA, HAWAII
PAC:	PERSONNEL ACTION CENTER
PAY GRADE:	E- 1 THROUGH E-9 (ENLISTED PERSONNEL) 0- 1 THROUGH 0- I 0 (OFFICER PERSONNEL)
PAO:	PUBLIC AFFAIRS OFFICER
PCs:	PERMANENT CHANGE OF STATION

PHONE TREE:	(ALSO KNOWN AS A PHONE CHAIN, OR CHAIN OF CONCERN.) A WAY OF TRANSMITTING INFORMATION TO A LARGE GROUP OF PEOPLE BY THE TELEPHONE.
PLT:	PLATOON
PMO:	PROVOST MARSHALL'S OFFICE
DMOS:	PRIMARY MILITARY OCCUPATIONAL SPECIALTY
POL:	PETROLEUM, OIL & LUBRICATION (FUEL)
POLICE CALL:	A DETAIL WITH INSTRUCTIONS TO CLEAN UP THE GROUNDS WITHIN A BATTERY (COMPANY) OR BATTALION AREA
POV:	PRIVATELY OWNED VEHICLE
QUARTERS:	PLACE OF RESIDENCE OF MILITARY PERSONNEL AND THEIR FINILLY MEMBERS
RA:	REGULAR ARMY
REGRETS ONLY:	CALL ONLY IF YOU CAN NOT ATTEND
ROTC:	RESERVE OFFICER TRAINING
RE-UP:	REENLIST
RSVP:	FRENCH, MEANING <i>RESPONDEZ S'IL-VOUS-PLAIS</i> OR REPLY TO THE INVITATION AS TO WHETHER OR NOT YOU CAN ATTEND
SAB:	SUBJECT AS ABOVE
SBP:	SURVIVOR BENEFIT PLAN
SD:	SPECIAL DUTY
SDNCO:	STAFF DUTY NONCOMMISSIONED OFFICER
SDO:	STAFF DUTY OFFICER
SHORT-TIMER:	A SOLDIER WHO HAS ONLY MINIMUM TIME LEFT IN THE ARMY OR AT A DUTY STATION
SICK CALL:	THE TIME OF DAY WHEN INDIVIDUALS CAN GO FOR MEDICAL CARE WITHOUT AN APPOINTMENT
SIG:	SIGNAL (COMMUNICATION)
SOP:	STANDARD OPERATIONAL PROCEDURE
SPONSORSHIP PROGRAM:	A PROGRAM WHERE VOLUNTEERS GREET AND HELP SERVICE MEMBERS WHO HAVE BEEN ASSIGNED TO A NEW DUTY STATION
SQT:	SKILL QUALIFICATION TEST
SSN:	SOCIAL SECURITY NUMBER (KNOW YOUR SPOUSE'S SSN)
SUBSISTENCE:	SMALL PLAY ALLOTMENT GIVEN FOR FOOD
*S-1:	PERSONEL OFFICER, ALSO CALLED THE ADJUTANT
*S-2:	INTELLIGENCE AND SECURITY
*S-3:	TRAINING
*S-4:	SUPPLY AND LOGISTICS
TA-50:	REGULATION EQUIPMENT ISSUED TO SOLDIERS HELMET, SLEEPING BAG, MESS GEAR, WEB GEAR, ETC.
TAPA:	TOTAL ARMY PERSONNEL AGENCY
TA 50:	BASIC FIELD GEAR THAT EACH SOLDIER IS ISSUED
TBA/TBD:	TO BE ANNOUNCED/ TO BE DETERMINED
TDY/TAD:	TEMPORARY DUTY
TI:	TECHNICAL INSPECTION
TMP:	TRANSPORTATION MOTOR POOL
TOC:	TACTICAL OPERATIONAL CENTER
TOP:	SLANG FOR FIRST SERGEANT
TOW:	AN ANTITANK MISSILE SYSTEM
TRACK:	AN ARMORED PERSONNEL CARRI ER THAT TRANSPORTS A SQUAD OF SOLDIERS
TRADOC:	TRAINING DOCTRINE COMMAND
TRICARE:	A THREE TIERED MEDICAL COVERAGE PLAN USED BY ALL BRANCHES OF THE MILITARY. SERVICE MEMBERS CAN CHOOSE WHICH OF THE THREE PLANS FIT THEIR NEEDS.
UMCJ:	UNIFORM CODE OF MILITARY JUSTICE
USR:	UNIT STATUS REPORT

USAR:  
USAREUR:  
XO:  
YA:

UNITED STATES ARMY RESERVE  
UNITED STATES ARMY, EUROPE  
EXECUTIVE OFFICER IN A UNIT  
YOUTH ACTIVITIES

\* To remember the S1 Through S4 use the word PITS,- Personnel, Intelligence, Training, Supply.

Due to the military's constant endeavor to improve facilities and services, acronyms are constantly being changed, added or deleted.



## **MILITARY TIME**

Telling military time can also confuse the new Army spouse. If you just remember that the time up to 1200 is the same as civilian time without the colon (:). After 1200 hours the time is in the P.M. and you Subtract 1200 from the number. (i.e. 1400 minus 1200 is 2:00 P.M.) Once you master this you will be able to go back and forth between military time and civilian time.

<b>Civilian</b>	<b>Military</b>
1 AM	0100
2 AM	0200
3 AM	0300
4 AM	0400
5 AM	0500
6 AM	0600
7 AM	0700
8 AM	0800
9 AM	0900
10 AM	1000
11 AM	1100
12 AM noon	1200
1 PM	1300
2 PM	1400
3 PM	1500
4 PM	1600
5 PM	1700
6 PM	1800
7 PM	1900
8 PM	2000
9 PM	2100
10 PM	2200
11 PM	2300
12 PM midnight	2400

# **MILITARY RANKS**

## **COMMISSIONED OFFICER**

Officers receive their commissions from one of four sources: United States Military Academy, ROTC (Reserve Officer Training Corps), OCS (Officer Candidate School), and by Direct Commission. The following list of officer ranks is from high to low. Company grade officers are pay grades 0-1, 0-2, and 0-3. Field grade officers are pay grades 0-4, and 0-5 while senior officers are in pay grade 0-6. General officers are pay grades 0-7 and above.

<b>RANK</b>	<b>PAY GRADE</b>	<b>INSIGNIA</b>
General	0-10	4 silver stars
Lieutenant General	0-9	3 silver stars
Major General	0-8	2 silver stars
Brigadier General	0-7	1 Silver Star
Colonel	0-6	Silver eagle
Lieutenant Colonel	0-5	silver oak leaf
Major	0-4	gold oak leaf
Captain	0-3	2 silver bars
First Lieutenant	0-2	1 silver bar
Second Lieutenant	0-1	1 gold bar
Master Warrant	W-5	silver bar w/4 open pips
Chief Warrant CW4	W-4	silver bar w/4 pips
Chief Warrant CW3	W-3	silver bar w/3 pips
Chief Warrant CW2	W-2	silver bar w/2 pips
Warrant officer C WI	W-1	silver bar w/1 pip

**\*\*NOTE:** Warrant Officers are commissioned leaders who possess particular technical skills and are addressed as Mr. or Ms.

## **ENLISTED**

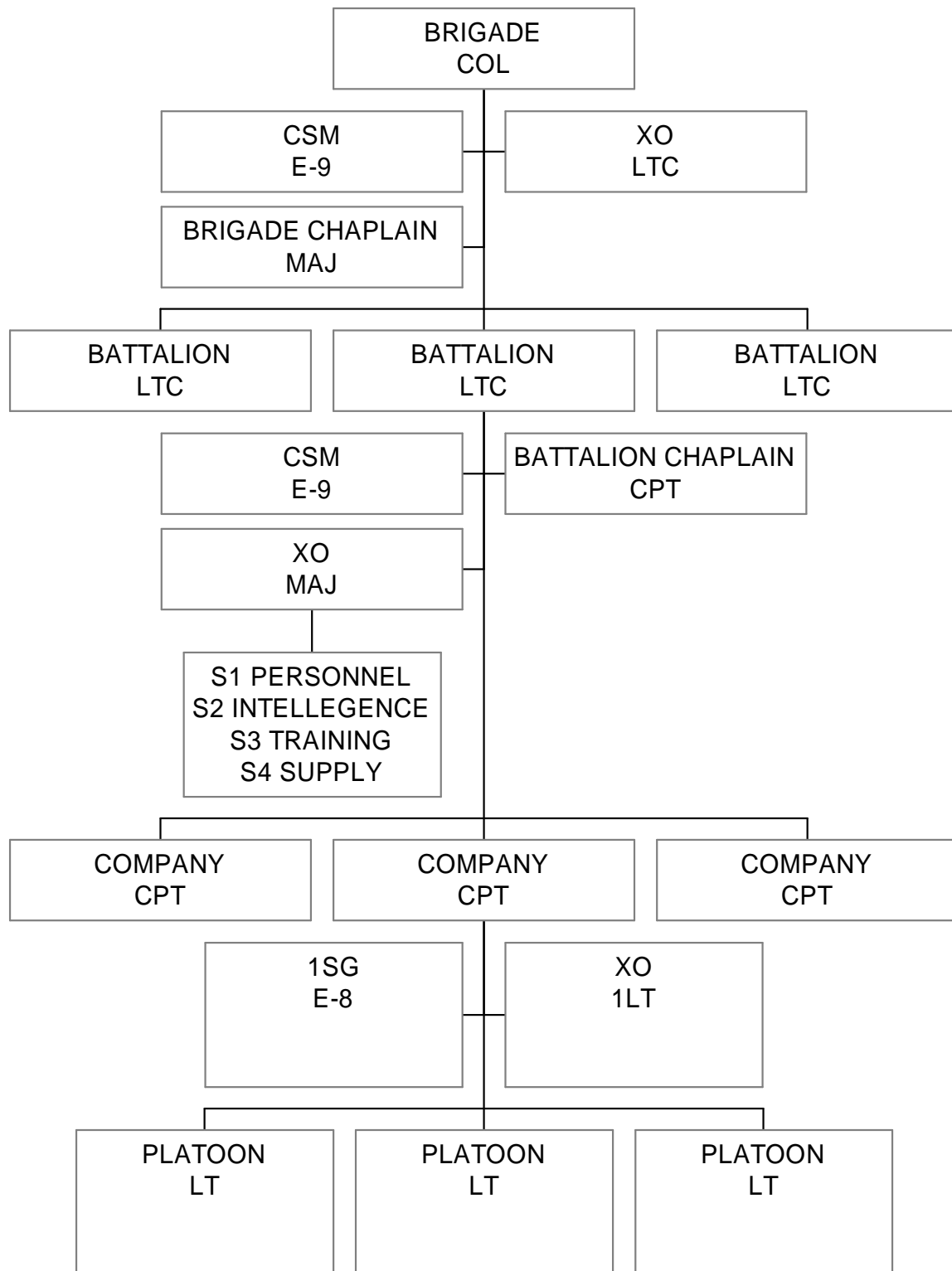
<b>RANK</b>	<b>PAY GRADE</b>	<b>INSIGNIA</b>
Command SGT Major	E-9	CSM
Sergeant Major	E-9	SGM
First Sergeant	E-8	1SG
Master Sergeant	E-8	MSG
Sergeant First Class	E-7	SFC
Platoon Sergeant	E-7	PSG
Staff Sergeant	E-6	SSG
Sergeant	E-5	SGT
Corporal	E-4	CPL
Specialist	E-4	SPC
Private First Class	E-3	PFC
Private	E-2	PVT
Private	E-1	PVT

Although some soldiers have the same pay grade, their rank is different depending on the job the soldier holds at the time. Non-Commissioned officers (NCOS) are soldiers in pay grades E-5 and above.

**\*\*NOTE: Military spouses hold no rank!**

## COMMAND STRUCTURE

The chart below depicts a brigade (BDE), battalion (BN) and a company/battery organization. There may be more or fewer battalions or companies/batteries in your spouses unit with different staff officers.



## **TEN COMMANDMENTS FOR MILITARY WIVES**

1. Thou shalt not write in ink in thy address book or on thy calendar.
2. Thou shalt not covet the assignments of your neighbors.
3. Love thy neighbor (He may collect your mail while your gone).
4. Honor thy Commissary and Exchange as long as they both shall stay open (And never park in General Officer or Handicapped parking).
5. Thou shalt not ridicule a local politician, for many senators come from local politicians.
6. Thou shalt look for the best in every assignment, even though the best may be "Most childhood diseases in one year", or "Record snow in one month".
7. Thou shalt remember all thy friends from all thy assignments with greetings at Christmas, for thou never knowest when thou may wish to spendeth a night with them while traveling.
8. Be kind and gentle to the retired Exchange, Commissary, and hospital patrons because you may someday stand in their shoes.
9. Thou shalt not curse thy husband when he's TDY on moving day.
10. Thou must never arrive at a new post and constantly brag about how everything was better at the last post you were assigned to.

### ***Treasures***

One by one God took them from me,  
All the things I valued most,  
Till I was empty-handed;  
Every glittering toy was lost.

And I walked earth's highway, grieving,  
In my rags and poverty,  
Till I heard His voice inviting,  
"Lift your empty hands to Me!"

So I turned my hands toward heaven,  
And He filled them with a store  
Of His own transcendent riches  
Till they could contain no more.

And at last I comprehended  
With my stupid mind and dull,  
That God could not pour His riches  
Into hands already full!